



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

Canc: Jun 04

MCBBul 11101
B 04
5 Apr 04

MARINE CORPS BASE BULLETIN 11101

From: Commander
To: Distribution List

Subj: SPRING CLEANUP FOR MCB

Ref: (a) MCBO P11000.1A
(b) MCBO 11104.1A
(c) MCBO P5100.1B

Encl: (1) Tasking for Augmentation of Personnel
(2) Parking Lots and Areas of Police Maps
(3) Disposal Site Policy Letter 11-99

1. Purpose. To provide guidance to all area coordinators and tenant commands for the conduct of this year's spring cleanup effort. Due to collection of trash and debris over the past winter, a consolidated MCB effort is required to return the Base to the professional appearance to which it is accustomed. Dates, procedures, and unit responsibilities are identified for each phase of the evolution. To facilitate cleanup of the common areas and roadways aboard Base, a 1-day cleanup event under the supervision of the AC/S G-5 will be conducted on 23 April 2004. Augmented personnel from tenant commands and area coordinators will be required to support this effort. This does not preclude any of the previous cleanup evolutions.

2. Information

a. This cleanup and all taskings listed at enclosure (1) reflect prior coordination with commands and key personnel.

b. References (a) and (b) assign areas of responsibility to area coordinators and outline specific duties and responsibilities required to conduct the Spring Cleanup.

c. Reference (c) establishes the MCB Safety and Occupational Health Program. It provides guidelines, principles, and safety procedures for the cleanup.

5 Apr 04

d. Area coordinators are responsible for the high state of police of their assigned areas. Police, as defined in this Bulletin, includes cleaning of storm drains, street gutters, and removal of all branches, trash and debris. Additionally, area coordinators will ensure a thorough field day of all buildings is conducted.

e. Limited lawn mowers, edgers, line trimmers, and miscellaneous hand tools will be provided on an as-required basis. Coordination is required prior to pickup to confirm equipment availability. For additional information contact Mr. Larry Trout, Facilities and Logistics Services, at 703-784-2360 or 703-784-2229.

3. Action

a. Tenant Commanders/Area Coordinators Will:

(1) During the week of 19 through 23 April 2004, conduct an aggressive cleanup of your area of responsibility as assigned per reference (b) and enclosure (2).

(2) Large roll off dumpsters will be staged at the north and south ends of Building 2002, from 19 through 23 April 2004. These dumpsters are for the disposal of debris and trash. Under no circumstances should scrap metal, wood, cardboard boxes, furniture or hazardous material be placed in the roll off dumpsters.

(a) Bulk recyclable materials will be disposed of at a designated location (to be determined). For information regarding disposal of recyclable materials contact MSgt Parson, G-5, at 703-784-2333.

(b) All office furniture should be disposed of per enclosure (3).

(c) Questions concerning hazardous materials requiring disposal (i.e., paints, solvents, etc.) should be directed to Mr. Dwaine O'Barr, Natural Resources and Environmental Affairs Office, G-5, at 703-784-4030.

(3) For any other information or questions, contact MSgt Parson, G-5, at 703-784-2333.

b. AC/S G-1

(1) Augment 200 Marines to G-5 for the 1-day cleanup event on 23 April 2004. A roster is due to G-5 by 16 April 2004, per enclosure (1).

(2) Augment five Sgts/Cpls as troop handlers for the 1-day cleanup event. Marines will report to MSgt Parson in Building 3250 at 0800, Monday, 19 April 2004, to conduct a tour of their respective routes.

c. AC/S G-4

(1) Provide bus transportation for 200 augmented personnel during the 1-day cleanup event on 23 April 2004.

(2) Provide one 15-passenger van and one pick-up truck to G-5 for the 1-day cleanup event.

d. AC/S G-5

(1) Conduct a cleanup of all areas not assigned to an area coordinator during the period of 23 April 2004.

(2) Coordinate the work of augmented Marines per tasking in enclosure (1) for cleanup of common areas and roadways on 23 April 2004.

(3) Assume cognizance of and provide trash bags, work gloves, and road guard vests for augmented personnel, as required.

(4) Individual units will provide meals for their Marines. Coordinate with MSgt Parson, G-5, at 703-784-2333 for delivery of meals.

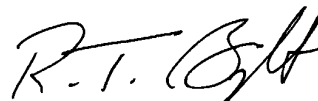
(5) Ensure that contractors working aboard the Base participate in the cleanup program by taking responsibility for the immediate area surrounding their sites.

(6) Provide additional transportation support to the area coordinators, as required, to remove trash and debris.

e. AC/S G-6. Provide eight hand-held radios to MSgt Parson, G-5, for the 1-day cleanup event on 23 April 2004.

f. Inspector. Conduct an inspection with the area commander's representative and housing mayors of the respective areas the day after the designated cleanup day and provide a written summary of results to the C/S MCB (B 101) by 30 April 2004. Formal letters on noncompliance will be made available for review during the briefing.

g. Public Affairs Officer. Provide appropriate publicity regarding the 2004 Spring Cleanup.



R. T. BRIGHT
Chief of Staff

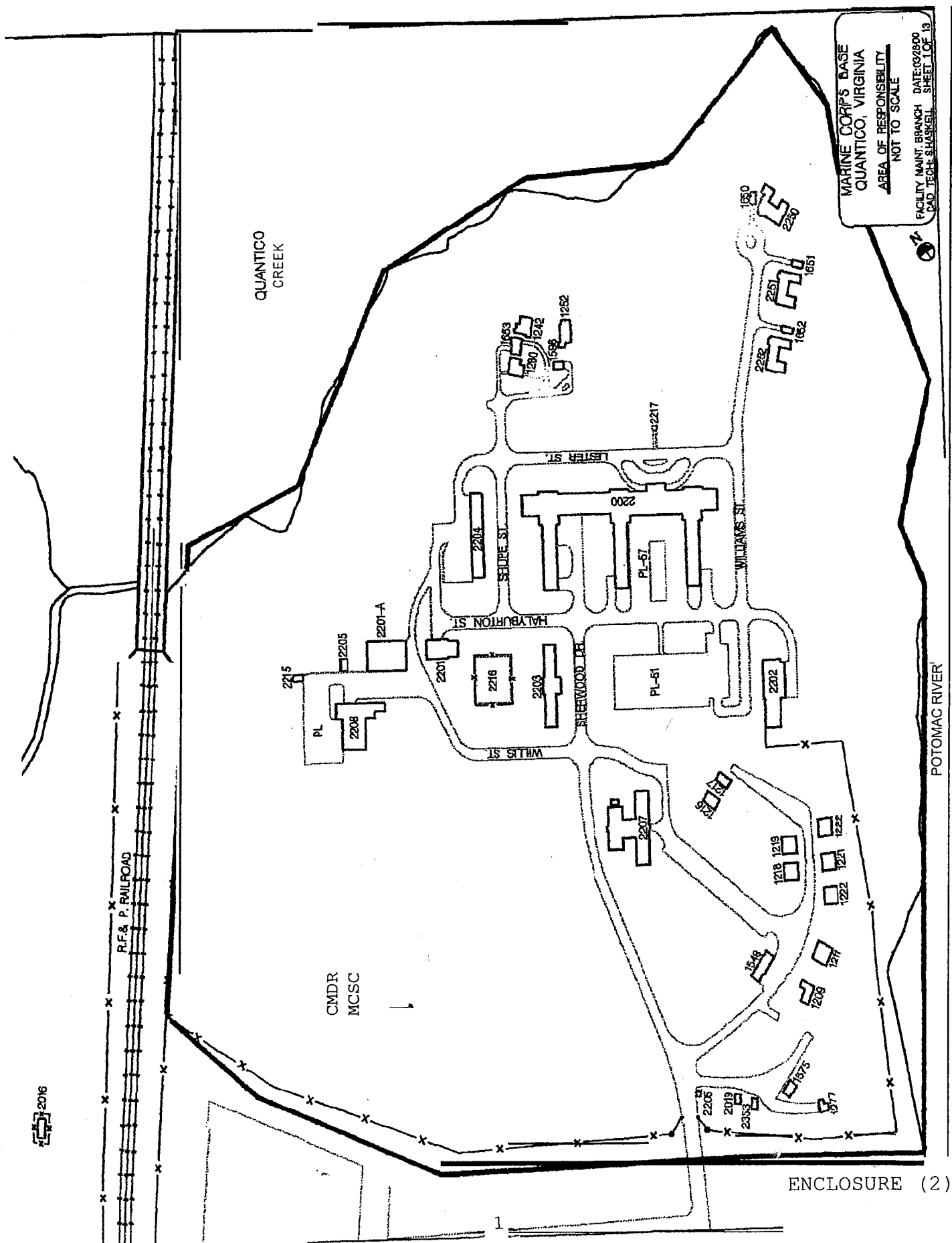
DISTRIBUTION: INTERNET

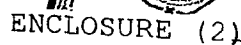
TASKING FOR AUGMENTATION OF PERSONNEL

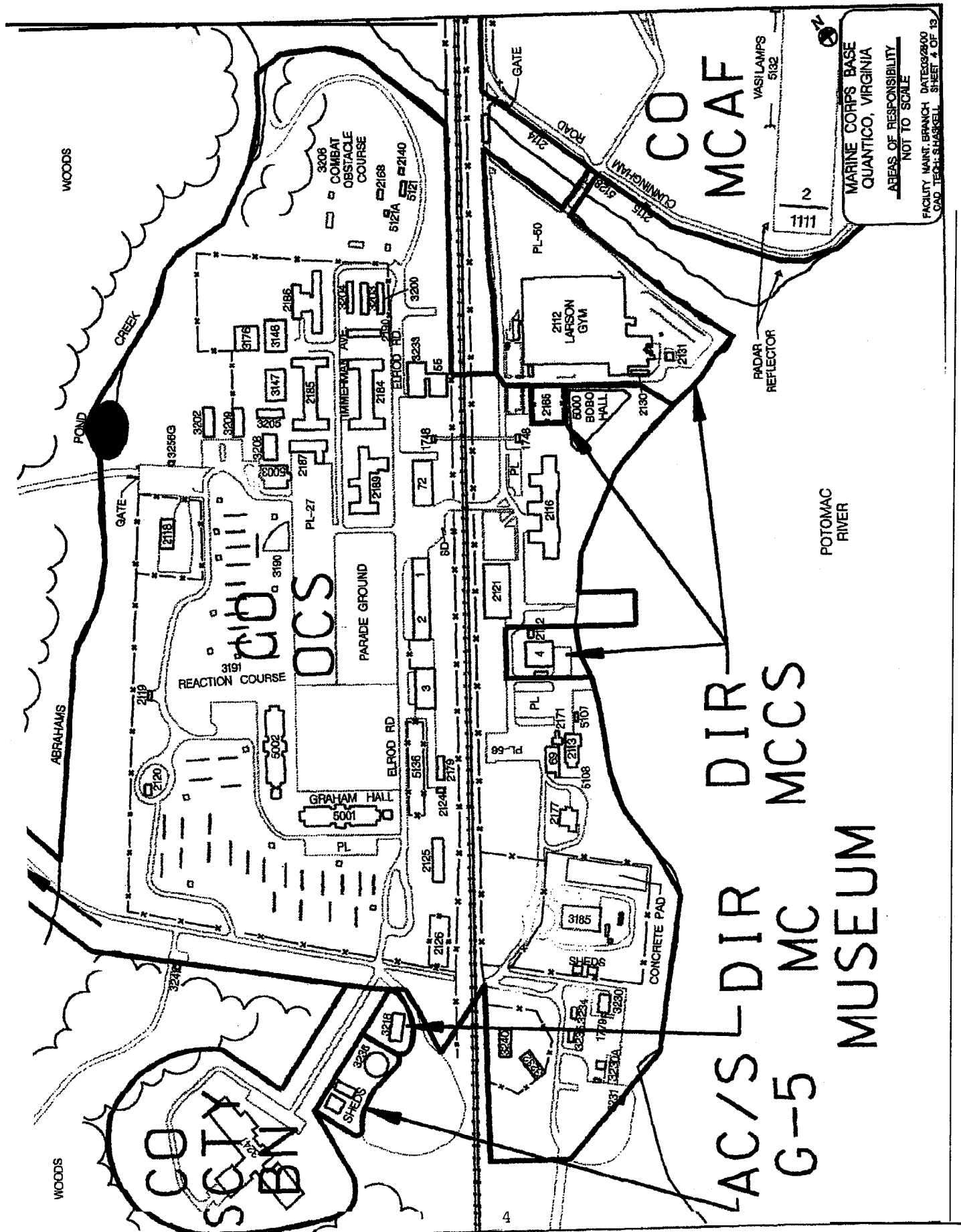
1. Two hundred personnel are required to augment the Base G-5, on 23 April 2004, for a 1-day cleanup of MCB, Quantico.
2. Personnel will report to MSgt Parson, G-5, (703-784-2333) at 0700 on 23 April 2004, in the parking lot behind Lejeune Hall, Building 3250.
3. The augmented personnel are as follows:
 - a. HqSvcBn (100)
 - b. Scty Bn (20)
 - c. MSGBn (35)
 - d. Wpns Trng Bn (TBD)
 - e. OCS (TBD)
 - f. HMX-1 (25)
 - g. MCAF (TBD)
 - h. Naval Medical Clinic (TBD)

ENCLOSURE (1)

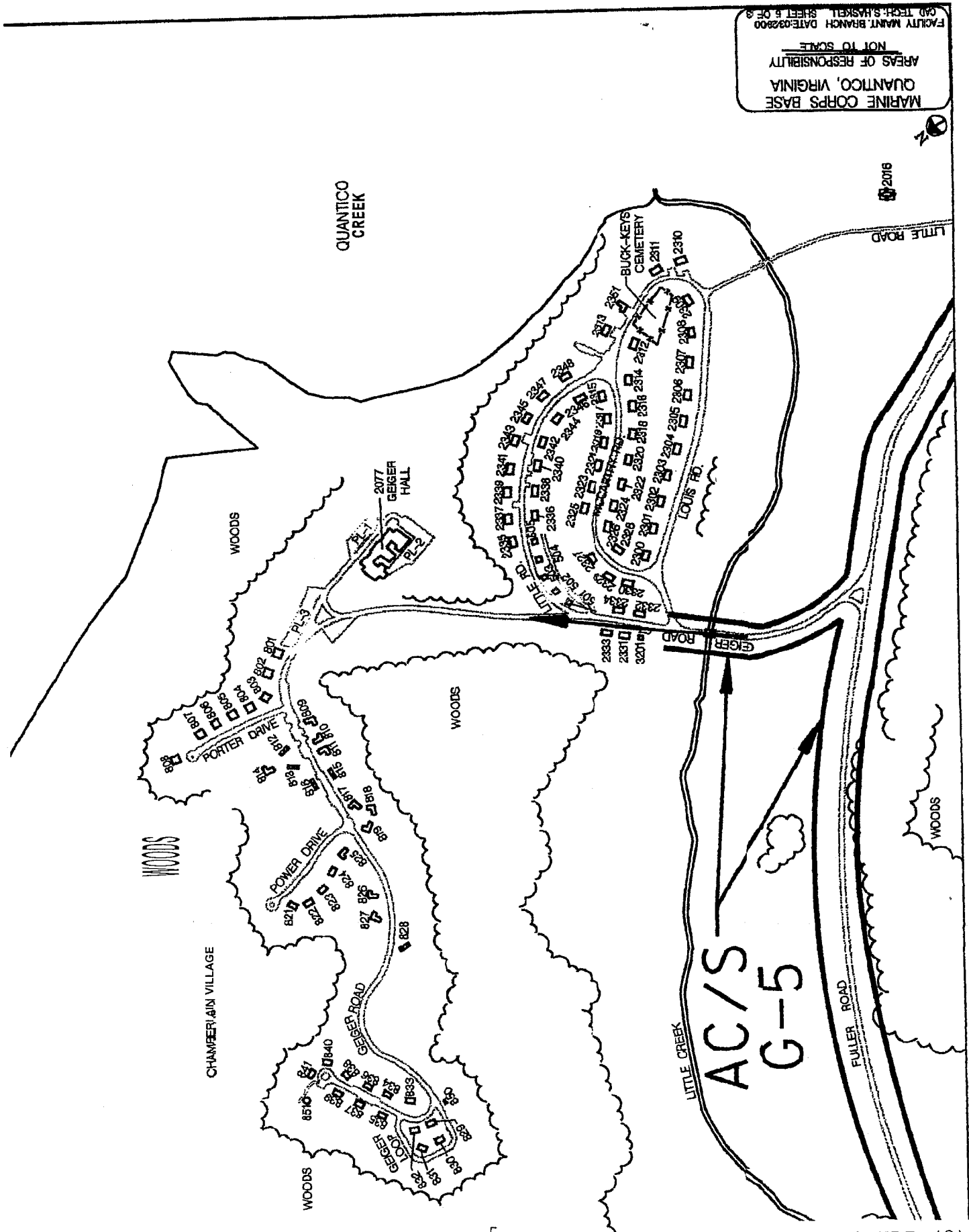
PARKING LOTS AND AREAS OF POLICE MAPS

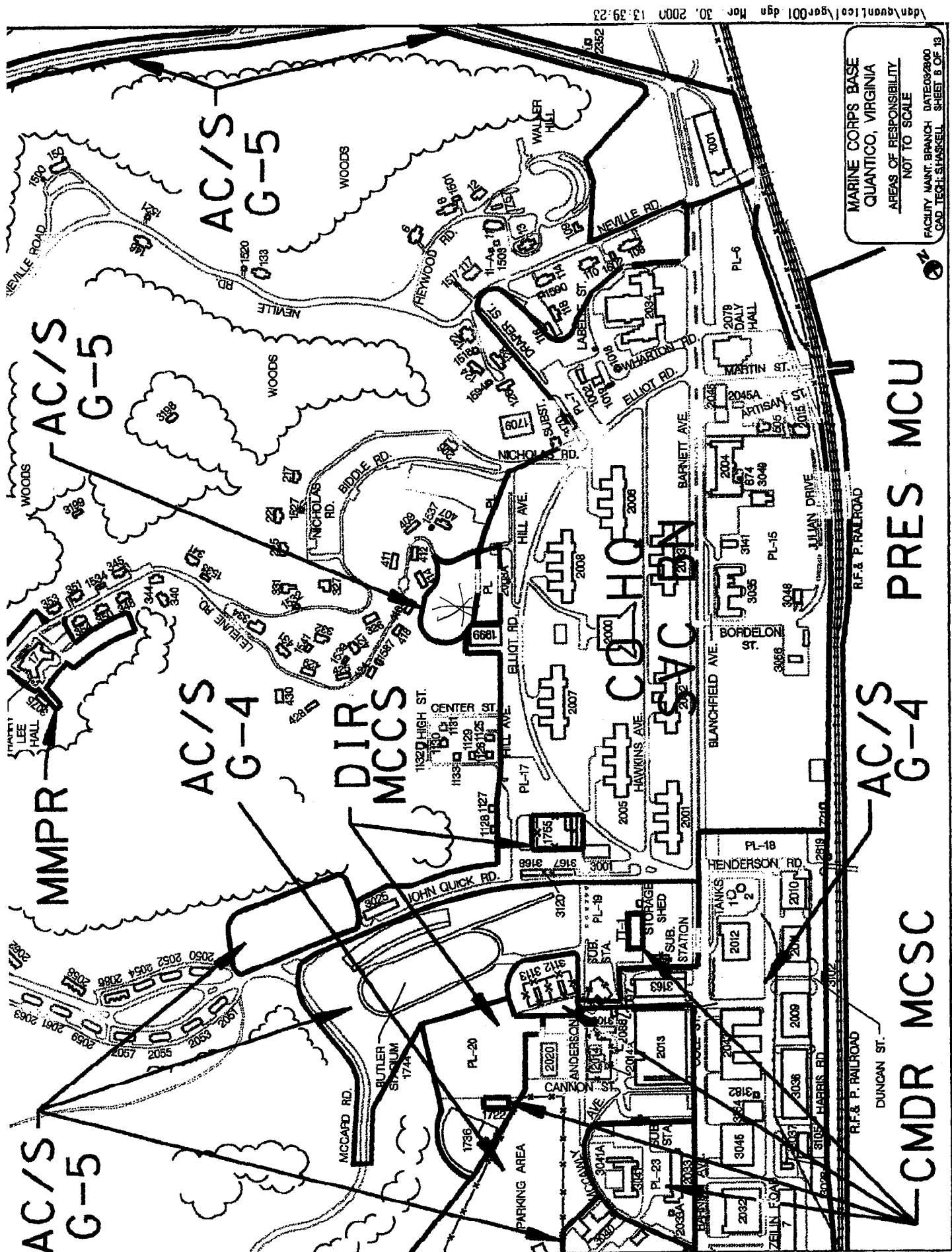


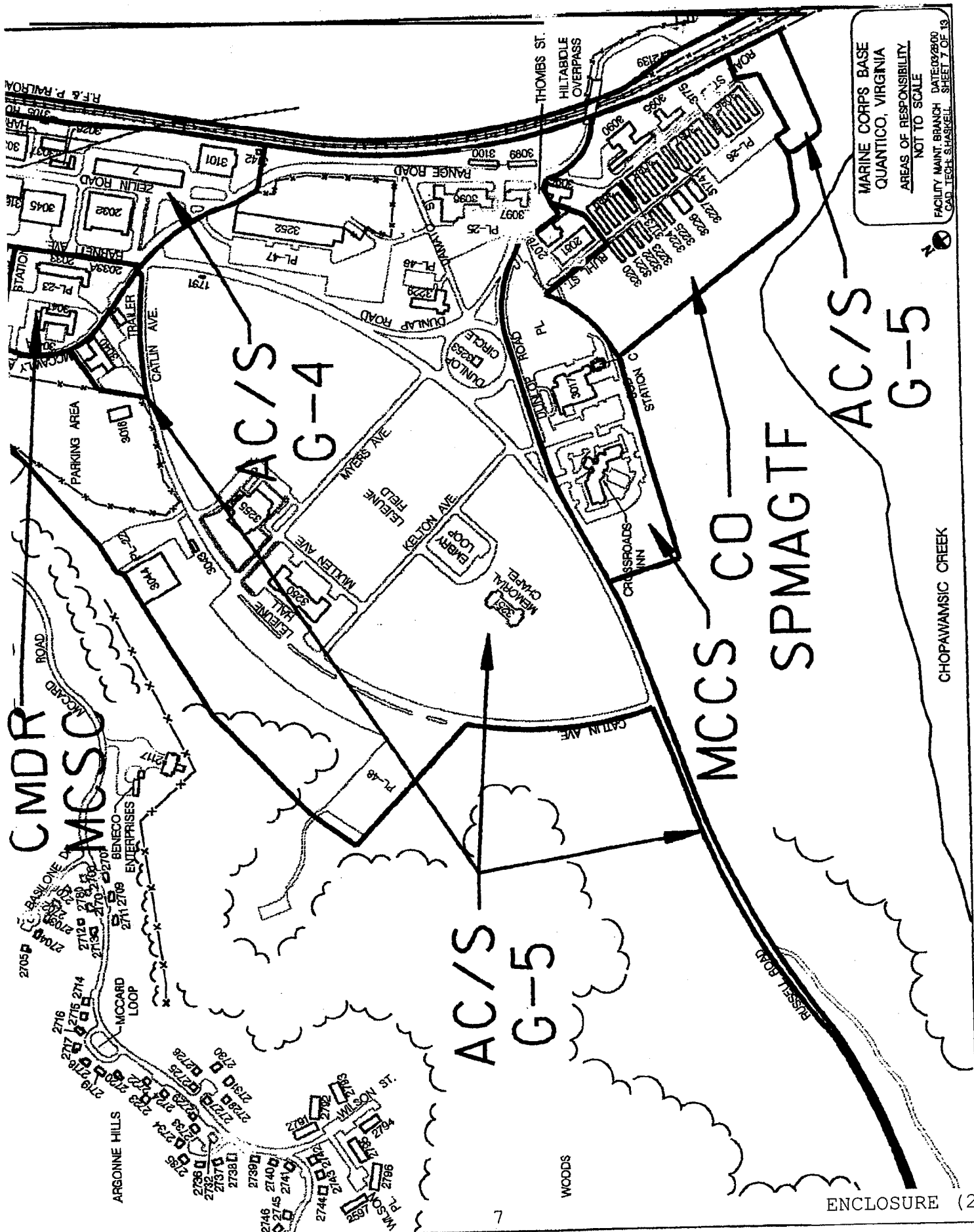




MARINE CORPS BASE
 QUANTICO, VIRGINIA
 AREAS OF RESPONSIBILITY
 NOT TO SCALE
 FACILITY MAINT. BRANCH DATE: 03/29/00
 CAD TECH: S. HASKELL SHEET 5 OF 8

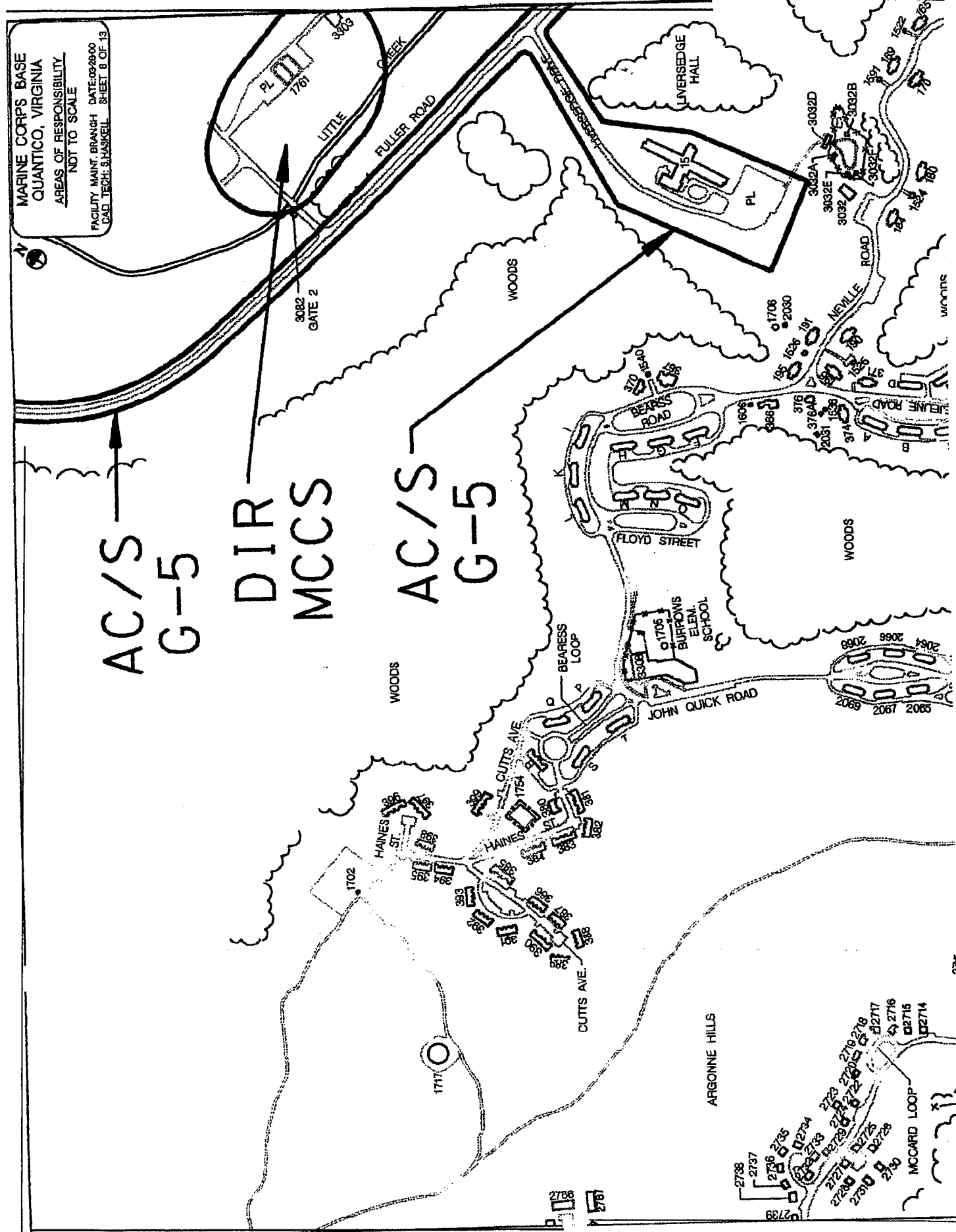




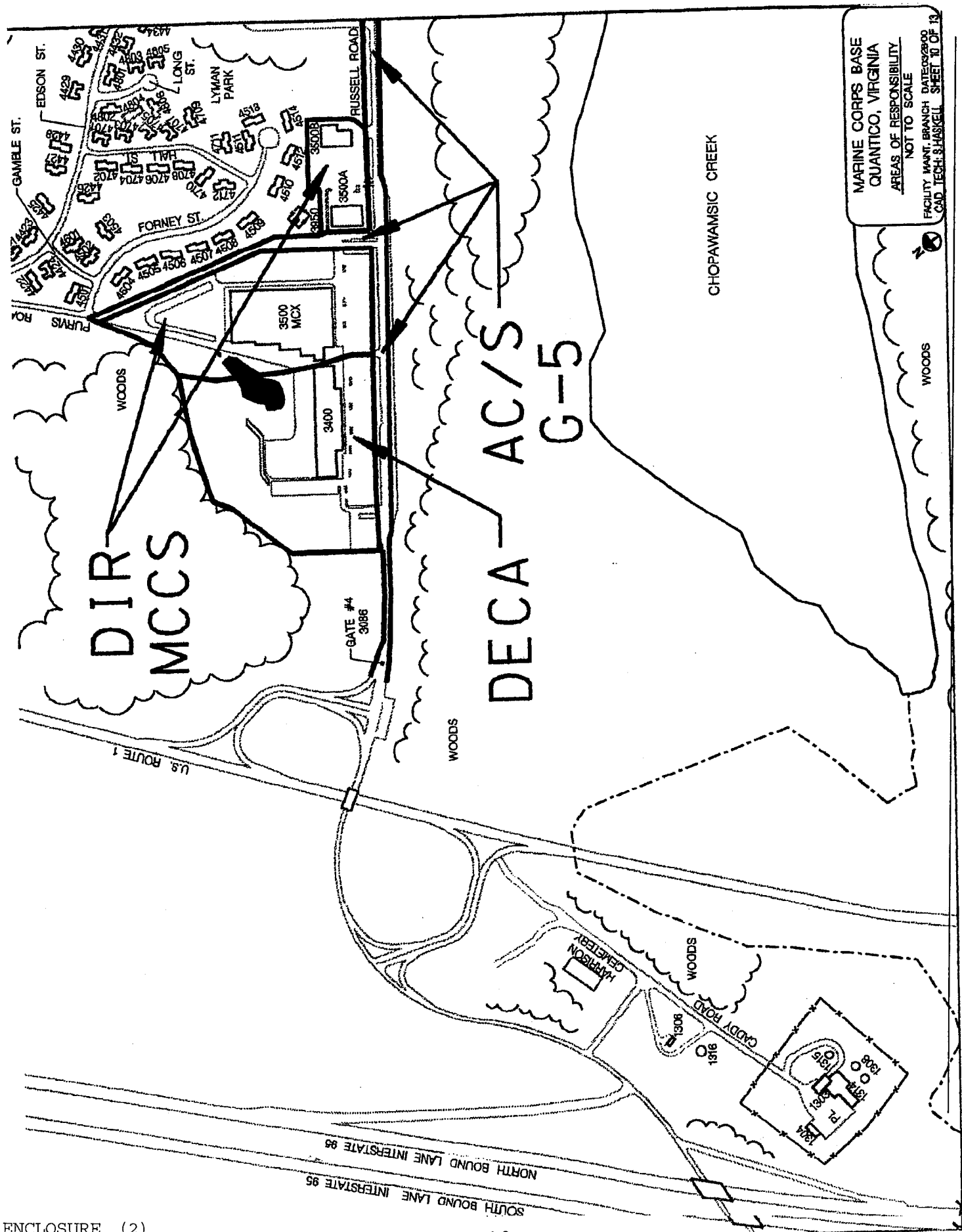


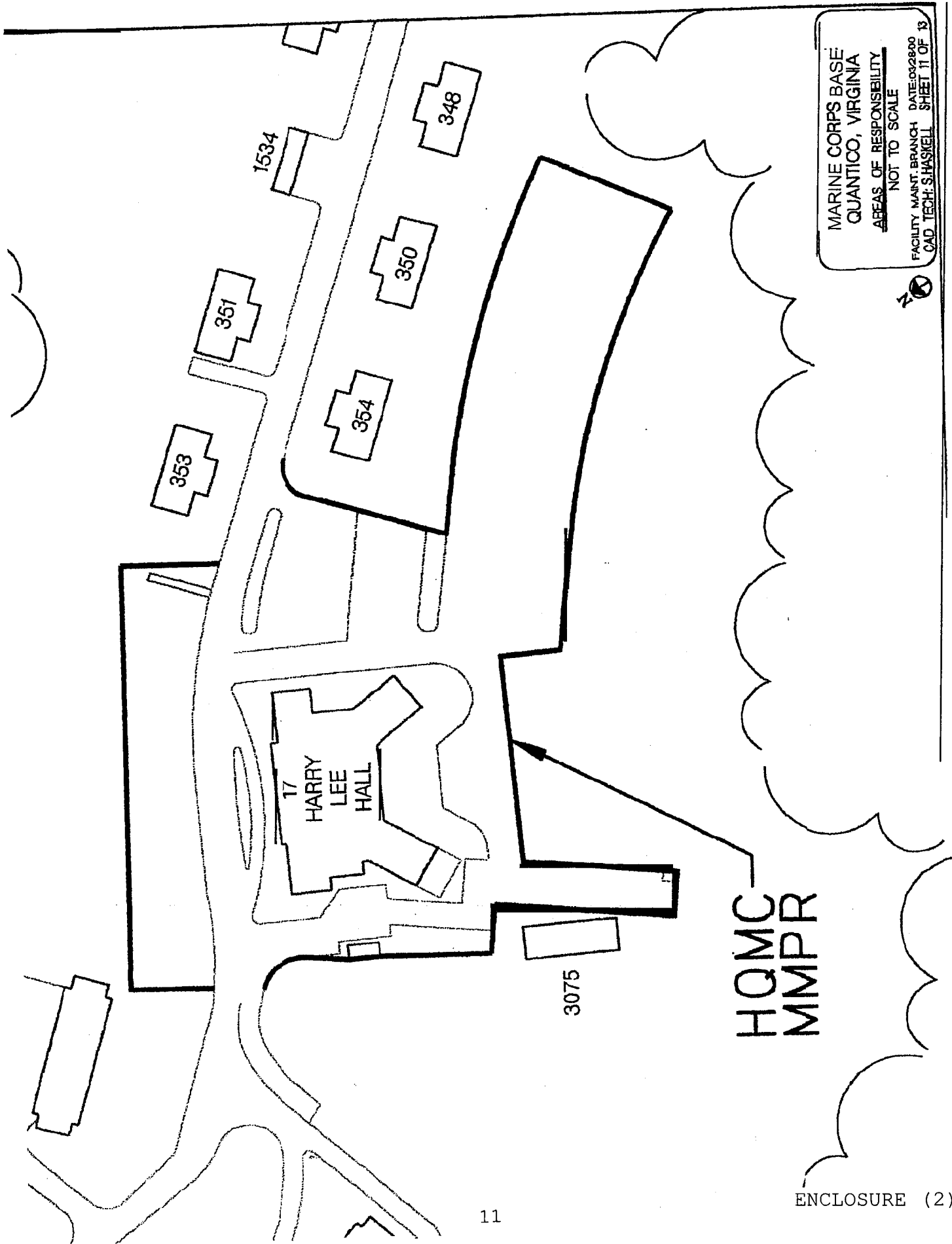
MARINE CORPS BASE
QUANTICO, VIRGINIA
AREAS OF RESPONSIBILITY
NOT TO SCALE

FACILITY MAINT. BRANCH DATE: 03/28/00
CAD TECH. SHARRELL SHEET 1 OF 13



ENCLOSURE (2)





MARINE CORPS BASE
QUANTICO, VIRGINIA
AREAS OF RESPONSIBILITY
NOT TO SCALE
FACILITY MAINT. BRANCH DATE: 03/28/00
CAD TECH: SHASKELL SHEET 11 OF 13

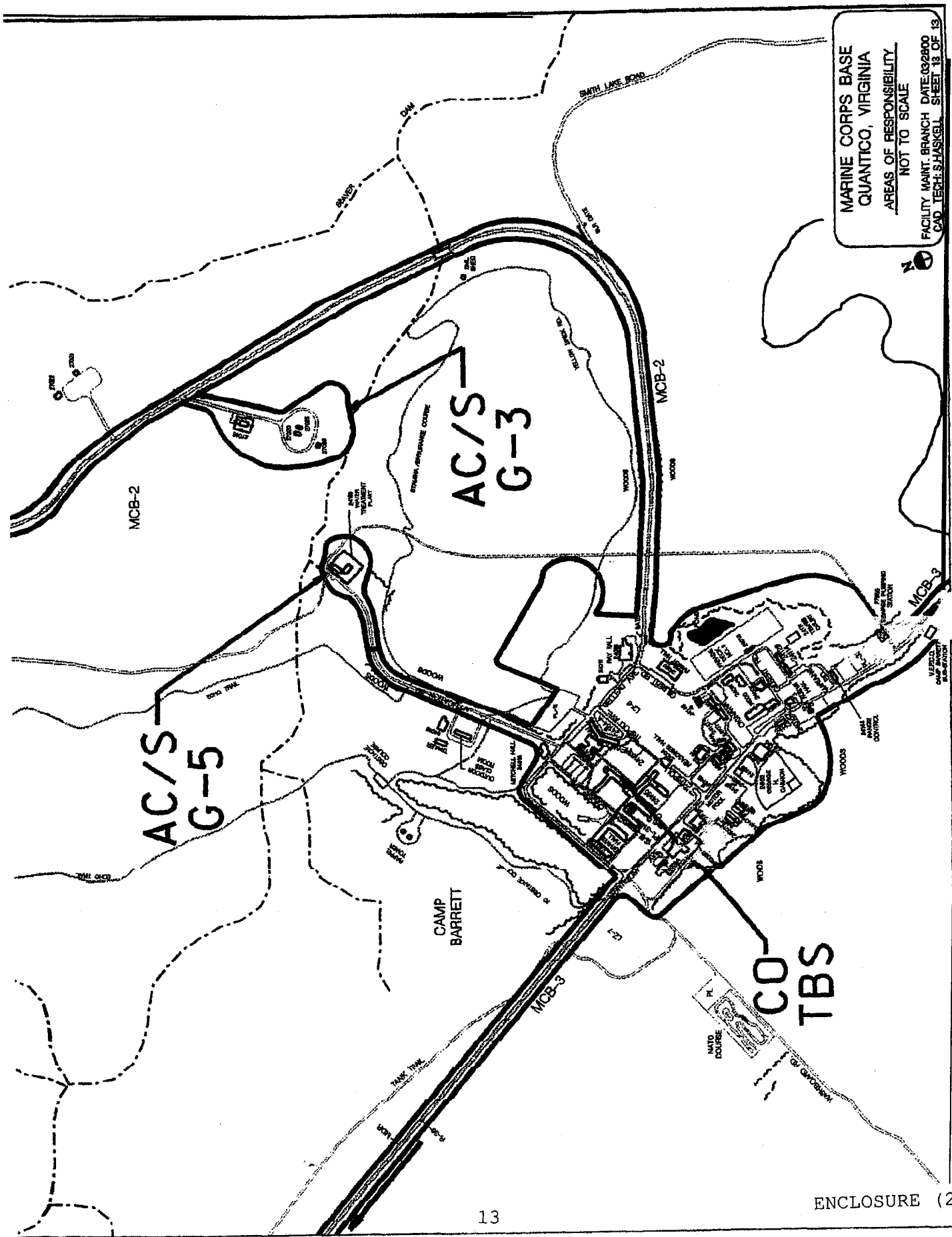
ENCLOSURE (2)

DIR FBI

MARINE CORPS BASE
QUANTICO, VIRGINIA
AREAS OF RESPONSIBILITY
NOT TO SCALE

FACILITY MAINT. BRANCH DATE: 03/28/00
CAD TECH: S. HASKELL SHEET 12 OF 13

ENCLOSURE (2)



MARINE CORPS BASE
QUANTICO, VIRGINIA
AREAS OF RESPONSIBILITY
NOT TO SCALE
FACILITY MAINT. BRANCH DATE 02/80
CADD TECH. SHASKILL SHEET 13 OF 19



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

4400
B 211/PLNT
15 Nov 99

From: Property Control Officer, Material Management Branch
To: Distribution List

Subj: DISPOSAL SITE POLICY LETTER 11-99

Ref: (a) MCO P4400.150E
(b) UM 4400-124

1. The following procedures have been established by the OIC, Property Control, for turning in of all unserviceable items to the Disposal Site Quantico, VA.

a. The RO identifies the need to turn in property to the Property Control Office (PCO). See notes 1 and 3.

b. The RO will be responsible for typing their own 1348's for any item he/she desires to turn in, per examples provided in the RO package to include serial numbers.

c. The RO will bring all his/her 1348's to PCO Bldg 2011 for numbers to be assigned. (See notes 2 and 7).

d. After document numbers are assigned to the 1348's the RO will call the Disposal Site at extension 5397/98 to set up an appointment for turn in. (See note 4).

e. The RO will bring all of their unserviceable items to the Disposal Site on the day and time of their established appointment. (See notes 5 and 6).

f. Once gear is turned in, the NCO at the disposal site will provide a copy of the 1348 to the RO as receipt of items that were turned in.

g. All items that contain freon will be accepted on Wednesday only.

- NOTE: 1. The RO is required to make liaison with Office Support Branch at 703-784-2569, for Limited Technical Inspections and Letters of Unserviceable Property prior to turning in computer assets for disposal.
2. All paperwork will be checked for correctness prior to document numbers being assigned. PCO will provide on site assistance to the RO as needed.

ENCLOSURE (3)

Subj: DISPOSAL SITE POLICY LETTER 11-99

3. Personnel turning in gear are required to be on the current authorization list.
4. On site inspections will be done on a case-by-case basis.
5. No items will be accepted without paperwork. There will be no pen changes to serial numbers and quantities.
6. Only official government vehicles are allowed to transport gear to Disposal Site.
7. Any gear that belongs to the unit does not require a PCO document number. (e.g., 782 gear, etc.)

D. I. GRAVES

ENCLOSURE (3)